



## Juanita Friday Market



Tina Lathia  
Parks & Community Services  
505 Market Street, Ste A  
Kirkland, WA 98033-6189  
Ph: (425) 587-3385  
Tlathia@kirklandwa.gov

### SPECIAL EVENTS APPLICATION

## JUANITA CRAFT FAIR

**Friday September 27, 2013**

**3pm - 7 pm at Juanita Beach Park**

**Pre-Registration is required to participate! Registration Closes: September 20<sup>th</sup>**

Local artisans in the community are invited to participate at the Juanita Craft Fair on September 27, 2013.

#### ORGANIZATION INFORMATION

**Corporation:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Office Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Website:** \_\_\_\_\_

Please list the products or services that you will be promoting, selling or giving away. **Exhibitors will be granted a permit to sell only what is listed here.** (Attach additional sheets if necessary). Exhibitors engaged in "high-risk" activities will be required to provide a certificate of insurance listing the City of Kirkland as additional insured.

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#### PAYMENT

Juanita Craft Fair Participation Fee: **\$50** Non-Refundable

Send your payment and complete application to:

**City of Kirkland**  
**Attn: Tina Lathia**  
**123 5<sup>th</sup> Avenue**  
**Kirkland, WA 98033**

Enclosed is my check for \$\_\_\_\_\_ made payable to: City of Kirkland

YOUR APPLICATION IS NOT COMPLETE WITHOUT YOUR SIGNATURE AT THE BOTTOM OF THE RULES & REGULATIONS PAGE



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### SPECIAL EVENTS APPLICATION

#### JUANITA CRAFT FAIR INFORMATION

Juanita Craft Fair is designed to provide local artisans the opportunity to meet with community members and promote their products and services.

Pre-Registration is required to participate! Registration Closes: September 20<sup>th</sup>

***Space is limited. First come, first serve basis.***

Please contact our office at 425-587-3385 or email us to sign-up

[tlathia@Kirklandwa.gov](mailto:tlathia@Kirklandwa.gov)

#### Event Details

Local artisans are invited to participate at Juanita Friday Market's first annual Juanita Craft Fair.

**Fees:** The Non-Refundable Event participation fee and the application must be submitted by September 20<sup>th</sup>.

**Selection:** Local artisans only. First come, first serve.

**Market Day Details:** Participants will need to provide their own booth set up and they will be responsible for setting up and cleaning up their own booth space.

**Market Rules:** The same set of market Rules & Regulations established for the Market Vendors apply to the Health Fair participants. Please review the market Rules and Regulations page carefully.



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# JUANITA FRIDAY MARKET RULES & REGULATIONS

Juanita Friday Market (JFM) is operated by the City of Kirkland, Parks and Community Services Department. The Market provides an opportunity where community members can come together and support their local farmers by purchasing quality, locally grown goods. In addition, the Market will be an outlet for area non-profit organizations to provide information to the public.

For questions/ information please contact: Tina Lathia  
Market Manager  
Phone: 425-587-3385  
Email: [TLathia@Kirklandwa.gov](mailto:TLathia@Kirklandwa.gov)  
Website: [www.kirklandwa.gov](http://www.kirklandwa.gov)

The following rules and regulations are in effect at the JFM. Please read carefully.

### **MARKET HOURS**

The Market will operate every Friday from May 10 to October 4, 2013. Hours of operation will be 3 pm to 7pm.

Location: Juanita Beach Park  
9703 NE Juanita Drive  
Kirkland WA 98034

### **STALL ASSIGNMENTS**

Stalls will be assigned to Participants upon arrival.

### **BOOTH SET-UP**

Participants will be allowed in the Market area to begin setting up starting at 1:00 pm.

### **TEAR DOWN**

Participants cannot begin breaking down until close of market at 7 pm. To ensure customer safety and to maintain the market atmosphere, packing and leaving before 7pm is not permitted.

### **STALLS**

Stalls will be approximately 10' x 10'

All Participants must provide a container for waste matter and haul it away at the end of Market day.

Participants selling beverages in cans or plastic bottles must provide a recycling container. No dumping of waste is allowed on the property. ALL TENTS AND AWNINGS MUST BE SECURED WITH PROPER WEIGHTS (25LBS. EACH POST) TO PREVENT BLOWING AWAY AND CAUSING DAMAGE.

### **FEES & PAYMENTS**

The participation fee must be paid in full before you set up your booth at the market.

### **LATE ARRIVAL**

The load in time is between 1pm to 2:30pm. If you come to market after 2:30pm - You will not be allowed to drive into the market area and will have to carry your items to the booth. Booth space will be assigned as available.



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## **SPECIAL EVENTS APPLICATION**

### **CLEAN UP**

Each Participant is responsible for leaving their area clean. NO EXCEPTIONS.

### **SIGNS**

All Participants must have a sign clearly marking the name of the business and price of products.

### **PRINTED MATERIALS**

Participants are allowed to display in their booths materials that pertain to their products. Other than the participant's business materials, no petitions, or other printed material, political or otherwise, will be distributed or displayed at the JFM, without prior approval by the Market Manager.

### **PRICING**

Pricing of goods sold at the Market and any applicable taxes are the sole responsibility of the individual participant.

### **AMPLIFIED MUSIC**

Amplified music cannot be used by participants. No generators are allowed, unless approved by the Market Manager.

### **HEALTH PRACTICES**

All Participants must adhere to sanitary procedures as outlined by the King County Public Health Department. All food concessionaires and food samplers are responsible for obtaining proper health and food handler's permits and registration needed to do business at the JFM. Any participant found to be selling contaminated food or produce shall be suspended from selling operations until satisfactory clearance has been obtained from the King County Health Department. For information on permits, registration, and requirements please call 206-296-9805. All participants offering samples must have a food handlers' permit and the proper hand washing set up, including: warm water, grey water collection bucket, soap, paper towels and some type of barrier (toothpicks, plastic gloves, etc.) for passing the sample to the customer. Without the proper set up participants will not be allowed to sample.

### **SMOKING POLICY**

Participants are not permitted to smoke in or around the Market area.

### **DRUG AND ALCOHOL POSSESSION POLICY**

The unlawful possession or use of illegal drugs and / or alcohol will not be tolerated.

### **ANIMALS IN THE MARKET**

Participants are not permitted to bring their pets to the Market.

### **INSURANCE**

Exhibitors engaged in "high-risk" activities will be required to provide a certificate of insurance listing the City of Kirkland as additional insured. The City requires commercial general liability insurance in a minimum amount of \$1,000,000 per occurrence with the City named as an additional insured on the policy for the duration of the special event. You will be required to provide the City with a certificate of insurance and an additional insured endorsement.



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#### HOLD HARMLESS/INDEMNIFICATION

Participant has read and understands the **Juanita Friday Market Guidelines** and is bound by the terms and conditions. Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### MEDIA RELEASE

I hereby give permission in perpetuity to the City of Kirkland, its officials, employees, agents and assigns to use my name and photographic likeness in all forms and media for advertising and any other promotional purposes.

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and understand the 2013 Juanita Friday Market Rules and am bound by the terms and conditions outlined therein. This document shall become a part of the agreement to participate at the Juanita Friday Market. I thereby agree to abide by these rules and regulations. The JFM Manager reserves the right to cancel the privileges of any Market participant who, in the opinion of management, has willfully violated the rules and regulations governing the Market. The JFM Market Manager will enforce the above rules.

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_